

MILPERSMAN 1306-614

TRANSFER ORDERS, FAMILY MEMBER TRAVEL, HOUSEHOLD GOODS INFORMATION, AND LEAVE

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References	NAVSO P-6034-1, Joint Federal Travel Regulations (JFTR)
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1. **Transfer Orders.** Personnel approved for school quotas will be transferred per provisions of MILPERSMAN 1320-300 and its subarticles. The Standard Transfer Order (STO) should be prepared per MILPERSMAN 1320-300 and its subarticles, and the transfer directive. Information to be included in the STO is as follows:

a. **Type Quota/Convening Date/Authority.** The STO must specify the type of quota (Temporary Duty under Instruction (TEM DUINS) or Duty under Instruction (DUINS)), convening date of the class for which member is being transferred, and authority for transfer.

b. **Transportation.** Government transportation shall be used, where practicable, as outlined in MILPERSMAN 1320-300 and its subarticles.

c. **Travel.** Where applicable, travel is authorized per MILPERSMAN 1320-100.

d. **Travel for Family Members/Shipment of Household Goods.** Entitlement to travel for family members and shipment of household goods, where applicable, shall be per NAVSO P-6034-1.

e. **Report Date.** To keep expenditures to a minimum, personnel ordered to TEM DUINS/Temporary Additional Duty under Instruction (TEM ADDINS) shall be transferred to report no earlier than the day preceding the class convening date of the school, except when transportation dictates otherwise and

greater economy can be effected by use of other modes of travel (i.e., available government transportation).

2. **Family Member Travel and Household Goods Information.**

Entitlement to travel of family members and movement of household goods under examples of types of quotas listed in MILPERSMAN 1306-606 is as follows:

a. TEMDUINS quotas **do not** constitute a permanent change of station (PCS).

(1) Entitlement to family members' transportation and movement of household goods at government expense **are not** authorized.

(2) A temporary change of station weight allowance for members of eligible paygrade may be authorized at government expense from the member's permanent duty station to the temporary duty station, and then to the new permanent duty station.

b. DUINS quotas are a PCS, and movement of family members and shipment of household goods at government expense **are** authorized, if otherwise eligible.

c. Commands must ensure that enlisted personnel are properly advised, prior to transfer to school, as to whether or not transportation of family members and shipment of household goods at government expense are authorized.

3. **Granting of Leave**

a. Fifteen days leave will normally be granted upon detachment from apprenticeship training, fundamental training, "A" or "C" schools, as appropriate.

b. Schools will only grant leave to personnel received on TEMADDINS orders upon completion of course of instruction when it is specifically authorized in the transfer order.